

Superior Court of the State of California
County of Trinity

PUBLIC SECURITY ASSISTANT

DEFINITION

Under general supervision of the Trinity Superior Court Marshal a Public Security Assistant is a non-sworn position that assists sworn personnel by handling nonhazardous support responsibilities at the security screening station of the Trinity County Courthouse; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a generalist non-sworn classification that performs a wide variety of law enforcement support tasks, which do not require the exercise of peace officer powers of arrest or firearms. Security Assistants are paraprofessional civilian personnel utilized to augment sworn members in the performance of their primary custody/enforcement responsibilities. Positions in this classification are distinguished from the Deputy Marshal by the lack of direct responsibility for physical restraint of prisoners and the protection of life and property.

DESCRIPTION OF DUTIES

The primary duty of the Public Security Assistant is to maintain building security; this duty includes the following tasks: screen for potential weapons at entry to the courthouse; visually inspect belongings of individuals for explosives and weapons using a Hi-Scan X-Ray, or equivalent machine; ensure persons entering do not possess weapons and explosives; secure and maintain control of items not permitted in the courthouse; assist sworn officers with inspection of the building prior to opening and closing of building. Training will be provided.

ABILITY TO:

- Deal tactfully and courteously with the public;
- Maintain a variety of logs/databases as needed and perform some clerical work;
- Learn to operate a computer terminal and scanning equipment;
- Work effectively under pressure with frequent interruptions;
- Exercise good judgment in making decisions according to existing laws, regulations and policies that relate to the primary duty;
- Use discretion and mature judgment in the handling of sensitive and confidential information;
- Establish and maintain harmonious working relationships with other employees;
- Maintain regular and punctual attendance;
- Successfully complete weapons screening training.

EMPLOYMENT STANDARDS

- Possess a high school diploma or its equivalent;
- Possess a valid California Class C drivers license with an acceptable driving record;
- Successfully complete a comprehensive personal background investigation, physical examination, and /drug test;
- A citizen of the United States or applied for citizenship one year prior to hire;
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, handle or feel objects, use tools or controls; talk and hear; and taste and smell. The employee is frequently required to sit, stand, move from place to place, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The specific hearing abilities required by this position include distant, peripheral, and nearby.

FLSA Status: Nonexempt
Represented: General Unit
Salary Range: G 166